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AR 600-2
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CHANGE

No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 11 July 1976

PERSONNEL GENERAL

**NAME AND BIRTH DATA, SOCIAL SECURITY NUMBER,
AND TEMPORARY IDENTIFICATION NUMBER**

Effective 27 September 1975

This change implements the Privacy Act of 1974 (5 U.S.C. 552a) by adding a Privacy Act Statement for the Form SS-5, Application for Social Security Number and Form OAAN-7003, Request for Change in Social Security Records, prescribed in this regulation that are covered under this Act.

AR 600-2, 16 April 1973, is changed as follows:

1. The following forms (column b) will be reproduced locally on 8 x 10½ inch paper and made available on and after 27 September 1975 to the individual supplying data on the form in column a.

Column a	Column b
Form SS-5	Form SS-5, Privacy Act Statement
Form OAAN-7003	Form OAAN-7003, Privacy Act Statement

2. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSF-RR), Alexandria, VA 22332.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:
PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General-A.

TAGO 363A

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)	
TITLE OF FORM Application for Social Security Card	PRESCRIBING DIRECTIVE AR 600-2
1. AUTHORITY 5 USC Section 301	
2. PRINCIPAL PURPOSE(S) To obtain a Social Security Number from the Social Security Administration for the purpose of establishing an account and insuring the crediting of payroll deductions to that account.	
3. ROUTINE USES The personal information required of the applicant is made a matter of record by the Social Security Administration to serve as verification, at a later time, of the individual's identity prior to payment of benefits.	
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION Failure by the service member to provide his date of birth and address and/or names and addresses of parents; relative or guardian. If appropriate, will preclude the establishment of a SS account and issuance of a Social Security Card.	

FORM SS 5 . Privacy Act Statement, 26 Sep 75

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)	
TITLE OF FORM Request for Change in SSA Records	PRESCRIBING DIRECTIVE AR 600-2
1. AUTHORITY 5 USC, Section 301	
2. PRINCIPAL PURPOSE(S) 1. Verification of name as shown on the OMPF with that of the Social Security Administration Records. 2. To effect a change of name resulting from marriage, divorce or other reasons. 3. To effect correction to date of birth and/or parent's names.	
3. ROUTINE USES <p>The personal information required of the applicant is made a matter of record by the Social Security Administration to serve as verification, at a later time, of the individual's identity prior to payment of benefits.</p>	
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION <p>Failure to disclose current account number will preclude the SSA from correcting their records and prevent subsequent deductions from being credited to the proper account.</p>	

FORM OAAN-7003. Privacy Act Statement, 26 September 1975

TAGO 303A

ARMY REGULATION

No. 600-2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 16 April 1973

PERSONNEL GENERAL

NAME AND BIRTH DATA, SOCIAL SECURITY NUMBER, AND TEMPORARY
IDENTIFICATION NUMBER

Effective 15 May 1973

This revision updates procedures for use of the SSN, TIN, and name and birth data as personnel identifiers; announces establishment of the SSN Central Registry System to expedite SSA verification of SSN; updates list of SSA office addresses and Army training activities serviced; and directs commanders to establish liaison with local branch and district Social Security offices. Local limited supplementation of this regulation is permitted but not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-PAR-S), 200 Stovall Street, Alexandria, VA 22332

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*This regulation supersedes AR 600-2, 5 June 1969, and DA message 181340Z October 1971, subject: Procurement of SSN for Individuals assigned a Temporary Identification Number (TIN) by AFEES.

TAGO 501A-- April 310 474--73

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation prescribes procedures governing procurement, issuance, recording, and changing several items of personal information normally used as personnel identifiers.

1-2. Applicability. This regulation applies to the Active Army, Army National Guard, Army Reserve, and to individuals entering into such military status.

1-3. Explanation of terms. As used in this regulation, the following explanations apply:

a. Baltimore SSA Office. Headquarters of Social Security Administration, Baltimore, MD 21235.

b. Local SSA Office. SSA district or branch office servicing the area or installation, or other place of duty assignment for personnel stationed in the United States, Puerto Rico, the Virgin Islands, and other oversea areas.

c. Military status. The condition of an officer, warrant officer, or enlisted person who has been enlisted, inducted, or appointed in the Regular

Army, Army of the United States without component, Army National Guard, or Army Reserve.

1-4. Policy. *a.* The Social Security Number (SSN) or Temporary Identification Number (TIN), as appropriate, has been used as the personal identifier number of US Army personnel in the active, retired, and Reserve components since 1 July 1969.

b. No prefix or suffix to the SSN or TIN will be used.

c. Immediately following entrance into military service, the individual will inform relatives and friends of his or her SSN or TIN and will advise them to use this number in personal correspondence. This requirement also applies when the individual's TIN is replaced by his or her SSN. Official requests for information concerning persons in the military service, as well as the forms which in certain instances have to be completed by relatives or friends, will bear the SSN or TIN.

CHAPTER 2

NAME AND BIRTH DATA

Section I. GENERAL

2-1. Scope. This chapter prescribes procedures for recording and changing record of name and/or birth data.

2-2. How to record names. *a.* Complete last name, full first name, and full middle name, if any, normally will be recorded in that order in all military records. When "Jr.," "II," etc., is used, it will appear after the middle name. In the absence of a middle name, it will be entered immediately following the first name. The abbreviations NMI (no middle initial) or IO (initial only) will not be used.

Examples:

Swift, Benjamin Frank
Martin, Elizabeth Mary
Jones, Edward Karl, Jr.
Does, William, Jr.
Dew, John William, II

b. This style will not apply to existing records that would be impracticable to change—for example, correspondence or signatures.

c. The name which appears in item 1, DA Form 66 (Officer's Qualification Record) and item 1, DA Form 20 (Enlisted Qualification Record) will be presumed to be the correct official name.

Section II. CHANGE OF RECORD OF NAME AND/OR BIRTH DATA

2-3. Authority. *a.* The individual must request a change of record, when required. The authority to approve change of record is delegated to the immediate commander or his designee.

b. Change of record will be authorized only with the evidence required for each type set forth herein.

2-4. When made. Action to change a record will be initiated only when there is a reasonable assurance that it can be completed during the individual's stay at an installation. Action normally will not be undertaken during assignments of brief duration, since delay is frequently encountered in obtaining documentation.

2-5. How to change record of name. The individual must submit a signed request to his commanding officer, containing current name, new name, and reason(s) for the desired change. He will attach the evidence as outlined below.

a. Addition, deletion, or correction. The addition or deletion of "Junior," "Senior," "III," or middle name, and corrections involving transposed names or slight change in spelling may be accomplished on the individual's signed application.

b. Naturalization. The law forbids reproduction of certificates of naturalization, and the individual must retain the original. Therefore, his commander or designee will indorse the application

and state that he has seen the original certificate and that the name thereon agrees with that shown in the application. Certificate number will be included in the indorsement.

c. Marriage or divorce. Application will be accompanied by an authenticated copy of certificate of marriage or divorce decree (final decree in states where required).

d. Court order. Application must be accompanied by an authenticated copy of the court order or decree.

e. Other than court order. The following evidence is required:

(1) An authenticated copy of public record of birth filed at or near time of birth.

(2) If no public record as described in (1) above exists, a statement to that effect by the proper public official accompanied by the following evidence:

(a) Authenticated copy of baptismal certificate, or

(b) Affidavits from both parents, if living or

(c) Affidavits from two or more persons (preferably disinterested) who will fully identify themselves, state their ages, and give name, date, and place of birth of claimant together with the source(s) of their information.

2-6. How to change record of birth data. Each individual must submit a signed request to his commanding officer, stating his correct birth date/place, and reason(s) for the erroneous data shown on Army records. The following evidence must be attached:

a. A birth certificate or authenticated copy thereof which agrees in all respects with the data contained in the request. If the name on the birth certificate does not agree with that shown in the request for a change, the reason for the discrepancy will be included in the request.

b. If no public record of birth exists, a statement to that effect by the proper public official will be required, accompanied by as much of the following evidence as is reasonably available:

(1) Authenticated copy of baptismal certificate.

(2) Affidavit from physician or midwife in attendance at birth.

(3) Affidavits from both parents, if living.

(4) A statement by the individual's commanding officer that he has seen the passport which authorized entry into the United States, and that the birth date/place on the passport is the same as shown in the request for change.

(5) Affidavits from two or more persons (preferably disinterested) who will fully identify themselves, state their ages, and give name, date, and place of birth of claimant together with the source(s) of their information. The affiants should also state the full name of the father and maiden name of the mother of the claimant and the address (or last known address) of the parent or parents of the claimant if living.

(6) Authenticated copy of school record, from the first school attended, showing date of birth or age on admittance.

(7) Authenticated extract from the family Bible or other family record.

c. If evidence in *b* above is unobtainable or is considered insufficient to change the birth data, Bureau of Census Form 10-611 will be prepared, requested report of first census taken after birth. Blank forms may be obtained upon request from HQDA (DAPC-PAR-S), 200 Stovall Street, Alexandria, VA 22332, or the Bureau of Census. This report will be submitted as additional evidence.

2-7. How to amend records. *a. Records to be changed.* Only records pertaining to the current period of service will be amended. For officers and warrant officers, this record is the DA Form 66 and DA Form 41 (Record of Emergency Data); for enlisted personnel, the DD Form (Enlistment Contract) 4, DD Form 47 (Record of Induction), DA Form 20, and DA Form 41.

b. Procedure. The individual should draw a single line through the entry and enter the new data above, preferably by typewriter or in blue-black ink. Old entry will not be obliterated.

2-8. Announcement of change. *a.* Changes will be published in special orders and distributed to all interested commands.

b. As appropriate, the following will be notified of name changes by letter of transmittal, inclosing a copy of the special order:

Changes pertaining to--

Active duty commissioned and warrant officers.

Submit letter to--

HQDA (DAPC-PAR-S)
200 Stovall Street
Alexandria, VA 22332

Active duty enlisted personnel.

Commander
US Army Enlisted Records Center
Fort Benjamin Harrison,
IN 46249

Personnel not on active duty.

Commander
US Army Reserve Components Personnel and Administration Center
9700 Page Boulevard
St. Louis, MO 63132

c. Distribution will also include--

Commander
US Army Investigative Records Repository
USAINTC
Fort Holabird, MD 20219

Commander
US Army Finance Support Agency
ATTN: Chief, Records Division, MPO
Indianapolis, IN 46249

d. As an exception to *a* above, the US Army Reserve Components Personnel and Administration Center (RCPAC), St. Louis, MO, may issue DD Form 1343 (Notification of Change in Service Member's Official Records) in lieu of orders for members of the USAR Control groups under the administrative jurisdiction of RCPAC.

CHAPTER 3

SOCIAL SECURITY NUMBER

Section I. GENERAL

3-1. SSN Central Registry System. Commanders at all echelons will insure that the correct number is recorded on personnel records and that only one SSN is assigned to an individual. To assist commanders in fulfilling this responsibility, Department of the Army operates an SSN Central Registry System. This system enables the Army to verify numbers with the SSA. Commanders will be advised of the results of these verification procedures and of corrective action to resolve unverified cases.

3-2. Safeguarding SSN card. The SSN card issued an individual is evidence of his account with the SSA. It will not under any circumstances be retained with military records. Each person will be cautioned to safeguard his SSN card to prevent loss or mutilation.

3-3. Forms. *a.* The following forms, required in the administration of the SSN program, will be requisitioned through normal publications supply channels:

(1) Form SS-5 (Treasury Department, Internal Revenue Service (Application for Social Security Number)).

(2) Form OAAN-7003 (Department of Health, Education, and Welfare, Social Security Administration (Request for change in Social Security Records)).

b. Form OA-702 (Department of Health, Education, and Welfare, Social Security Administration (SSN Card)) is issued to individuals only by the SSA. This form will not be requisitioned.

Section II. PROCUREMENT OF NEW OR DUPLICATE SSN

3-4. Prior to entering a military status. *a.* A person contemplating entering military service who does not have an SSN card should obtain one prior to entry.

b. Each individual planning to enter military service will be advised—

(1) To have card in his possession when reporting for entry; or

(2) If his card has been lost or mutilated, to apply through his local SSA office for a duplicate, if time permits; or

(3) If an SSN card has never been issued, to apply for one through his local SSA office, if time permits;

(4) That the normal processing time to obtain a new or duplicate SSN card is 3 weeks;

(5) That in the event he cannot locate his SSN card when entering on active service, he should have available other documentary evidence (old tax return, payroll slip, wage statement, State motor vehicle driver's license, etc.) of his assigned SSN.

c. Although every effort will be made to obtain an SSN card prior to entry into the Active Army,

Army National Guard, or Army Reserve, the lack of a card will not under any circumstances delay induction, enlistment, reenlistment, or appointment.

d. Potential personnel accessions (enlistees/inductees) will be screened for possession of an SSN card at the time of pre-induction processing and/or application for enlistment. An individual who has not been assigned or who has lost a previously issued SSN card will be assisted in applying for an SSN or replacement card. When the 3-week normal processing time to obtain a new card is available prior to entry on active duty, Form SS-5 will be prepared and forwarded in accordance with instructions on the reverse. The special "Notify Employer" procedures described in paragraph 3-6 will not be used in this case. The original of the form will be forwarded to the local SSA office for processing. When an individual does not have an SSN card, but possesses evidence of his assigned SSN, application for a duplicate will be forwarded to the local SSA office. This will be done regardless of when an individual is scheduled to enter mili-

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tary status. The individual having documented evidence of an assigned SSN will enter in item 11 (mailing address) of the Form SS-5 the address of a parent, relative, or guardian who will be able to forward the SSN card to the individual should he enter military service prior to receipt.

3-5. Upon entry into military service. *a.* An SSN will be obtained as soon as possible for the individual entering active service who has never been issued an SSN card, or whose card has become lost or mutilated and who does not have evidence of an assigned SSN. This individual will be required to complete an application (Form SS-5). Form OAAN-7003 will be used when application is for a duplicate SSN card and a correction of name is also involved (para 3-8).

b. For officers or warrant officers entering active duty, the application will be prepared at the initial duty station (temporary or permanent). Procedures prescribed in paragraph 3-6 will govern. The original copy of the Form SS-5 will be forwarded to the Commander, USAPDSC, ATTN: Central Registry Unit, Edgewood Arsenal, MD 21010, for processing. Item 34 of the individual's qualification record (DA Form 66) will be annotated in pencil with the words "SS-5 processed."

3-6. AFEES and training activity procedures.

a. Action to be taken by AFEES. AFEES commanders will take the following action in processing Army personnel for immediate enlistment or induction who have lost SSN cards and who have no evidence of their SSN, or who have not been issued an SSN:

(1) Prepare Form SS-5 in duplicate. Entries will be in accordance with instructions on the reverse of the form and the following:

(*a*) Print or stamp boldly in the top left margin on both copies of the form the words "US Army." (Use rubber stamps.)

(*b*) Item 1. Enter name exactly as shown on personnel records.

(*c*) Item 10. If an application has been processed previously, so indicate.

(*d*) Item 11. Do not enter the individual's mailing address. Instead, enter on both copies of the form the following data: beneath the word "city," print the words "MAIL TO D. O.," and beneath the word "ZIP code" print the number "21204." These markings will insure proper SSA handling.

(*e*) On the reverse of the form in the upper space provided for SSA district office use, enter the TIN assigned the individual.

(*f*) On the reverse of the form in the middle space show on both copies: "Commander, US Army Personnel Data Support Center, ATTN: Central Registry Unit, Edgewood Arsenal, MD 21010." (Use rubber stamp.)

(2) Distribute Form SS-5 as follows. Attach the original form to the lower left corner of the appropriate copy of the member's DD Form 4 or 47 (AFEES only) and transmit to the Commander, USAPDSC. USAPDSC will process the application with a designated SSA district office. The duplicate copy of the Form SS-5, marked "DUPLICATE," is forwarded to the custodian of the Personal Financial Record (PFR).

(3) Make a pencil notation showing "SS-5 processed" in item 1 or 2, as appropriate, of the MPRJ file copy of the DD Form 4 or 47.

b. Verification of records. Training activity personnel will verify that the SSN has been recorded on the individual's records. When a TIN has been assigned by an AFEES, commanders of training activities will verify that a Form SS-5 has been processed by checking for a notation on the DD Form 4 or 47 and the existence of a duplicate Form SS-5 in the PFR. If this check reveals that an application has not been initiated, the commander will have Form SS-5 prepared and the original copy forwarded to the Commander, USAPDSC, ATTN: Central Registry Unit, Edgewood Arsenal, MD 21010, for processing.

c. Liaison with managers of SSA district or branch offices. Recruiting Station, AFEES, and training activity commanders will establish liaison with managers of district or branch SSA offices to develop mutually agreeable procedures for processing Forms SS-5. Managers of SSA district offices listed in table 3-1 have been instructed to cooperate with commanders. Recruiting Station, AFEES, and training activity commanders should be aware of and direct members and potential members to use SSA procedures for electronic verification of alleged numbers. The procedures used by SSA district or branch offices offer fast (24-hour), efficient screening service for individuals who have lost or mutilated their SSN card and know their SSN. If it is verified, the local office will issue a duplicate card.

d. Follow-up action. If 60 days have elapsed since submission of the application and notification of the assigned SSN has not been received, either through the supporting personnel data processing activity or by the individual's receipt of the SSN card, the training activity will contact the Commander, USAPDSC or the local SSA office, as appropriate, to determine the cause of delay and anticipated delivery date of the card.

3-7. Procurement of duplicate SSN cards on a continuing basis. *a.* When a member's SSN card has become lost or mutilated subsequent to his entry into a military service, he should apply for a duplicate (Form SS-5). When submitted through the member's organization, the personnel officer will verify the SSN entered in item 10,

Form SS-5, from personnel and finance records (DA Forms 20, 66, 41, 1996, and 3716) and the standard personnel plate. On the original card, the number is printed in bold red figures, whereas on a duplicate card it is typed.

b. Duplicate SSN cards may be obtained by members on an individual basis, except as indicated in paragraph 3-6, from the local SSA office provided the name is reported exactly as shown on military personnel records. A member who has lost his card but still has the stub may obtain a duplicate card without delay by presenting the stub to any local SSA office. The special "Notify Employer" procedures described in paragraph 3-6 will not be used in these cases.

Section III. CHANGES IN PERSONAL DATA IN SOCIAL SECURITY RECORD

3-8. Reporting corrected data. When personal data reported in a previous application (Form SS-5) changes or is found to be incorrect, Form OAAN-7003 (Request for Change in Social Security Records) will be used to correct this data. A duplicate SSN card bearing the same number as the old card is issued when an individual's name has been officially changed. Duplicate cards are not issued for other corrections, nor is receipt of the corrected data acknowledged.

a. Submission of Form OAAN-7003 is mandatory—

(1) Upon entry into a military service when the name shown on the SSN card does not substantially agree with the name as recorded in military personnel records; e.g., a Social Security card has been issued bearing the name "Bill Alden" but the personnel records of the individual show his name as "William John Alden." It is not necessary to submit Form OAAN-7003 when only the middle initial is shown on the SSN card and the personnel records show a full middle name or two middle names or initials, or to add or delete a suffix such as Jr., or Sr.

(2) When the name of the member is changed because of marriage, divorce, or other reasons, Form OAAN-7003 will be prepared and forwarded simultaneously with the official change of name in personnel records, but not before such change is officially authorized and effected.

b. Form OAAN-7003 may be used to notify SSA of corrections in information other than

name, such as date of birth, or correction of mother's or father's name. Submission of Form OAAN-7003 is an individual responsibility; however, personnel will be encouraged to submit these corrections in a timely manner. Erroneous information in the social security record can delay payment of benefits.

c. The submission of Form OAAN-7003 is not required for—

(1) Changes in employment or military status;

(2) Changes in civilian or military mailing addresses; or

(3) Translation into English of social security cards issued to Puerto Ricans in Spanish language, if otherwise correct.

3-9. How to prepare Form OAAN-7003. *a.* If the form is prepared at time of entry into military service for the purpose of acquiring a duplicate SSN card or changing SSA records, the procedures in paragraph 3-6 for submission of Form SS-5 will be followed.

b. If Form OAAN-7003 is prepared at other than the time of entry into military service, it will be prepared in single copy, typed or printed in blue-black ink. Entries will be in accordance with instructions on the reverse of the form with modification as follows:

(1) *Item 1.* Enter name exactly as shown on personnel records.

(2) *Item 11.* Enter military mailing address of the organization having custody of the member's

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personnel records. If a change in name is involved, the duplicate SSN card will be returned addressed to the commander of the organization.

(3) *Item 14.* The member will sign his name in ink as normally used for official purposes.

Section IV. RECORDING AND REPORTING SSN

3-10. Recording in military personnel records. The SSN will be recorded as soon as possible after first point of contact. Memory will not be accepted as a basis for recording. When the individual enters on active duty without an SSN card, but possesses documented evidence of his assigned SSN, this evidence will be accepted as a basis for recording. The SSN will be recorded on the DA Form 66 or DA Form 20 from the actual SSN card or stub, except that the documented evidence cited above may be used only at time of initial entry on military status. The SSN which is recorded on the above records will be considered the correct SSN if discrepancies occur in various military records. It may subsequently be transcribed from one record to another without verification from the card or stub. If the SSN card is not available, action will be taken in accordance with paragraph 3-7.

3-11. Reporting of SSN. When an individual has

c. For a correction in name, attach the last issued SSN card or stub, if available.

d. If the form is prepared at other than the time of entry into military service, forward it to the local SSA district office.

entered on active duty without an SSN, personnel officers will advise agencies listed in paragraph 2-8, by letter, of the change from TIN to SSN. The letter will include the TIN and SSN to insure correct identification of the individual.

3-12. Delivery of SSN cards to individuals. Upon receipt of a new or duplicate card, the commander will forward the card with stub to the custodian of the individual's records for recording on appropriate documents. When recorded, the SSN card will be given to the individual for safekeeping.

3-13. Duplicate SSN. If it is discovered that an individual has two SSN or two individuals have been assigned the same SSN, they must contact the local SSA office for assistance in initiating corrective action. If the corrective action results in a need for a change to personnel records, actions similar to those specified in paragraph 3-11 will be taken.

Table 3-1. District Social Security Administration Offices

<i>Training activity</i>	<i>Servicing district office</i>
Fort Benning, GA.....	301 15th Street Columbus, GA 31902
Fort Bliss, TX.....	3211 Yandell Drive El Paso, TX 79923
Fort Bragg, NC.....	Dist Office, Soc Scty Adm. Rm 142 Federal Bldg. 301 Green Street, P.O. Box "S" Fayetteville, NC 28301
Fort Campbell, KY.....	Dist Office, Soc Scty Adm. 2100 Ft Campbell Boulevard Hopkinsville, KY 42240
Fort Dix, NJ.....	1502-04 Farragut Avenue Bristol, PA 19007
Fort Gordon, GA.....	360 Bay Street P.O. Box 1707 Augusta, GA 30903
Fort Jackson, SC.....	1813 Main Street Columbia, SC 29201
Fort Knox, KY.....	408 North Mulberry Street Elizabethtown, KY 42701
Fort Lewis, WA.....	Dist Office, Soc Scty Adm. 1016 S. "L" Street Tacoma, WA 98405
Fort Leonard Wood, MO.....	113 West Miller Street Jefferson City, MO 65101
Fort McClellan, AL.....	301 East 13th Street P.O. Box 98 Anniston, AL 36201
Fort Ord, CA.....	65 San Miguel Avenue Salinas, CA 93901
Fort Polk, LA.....	1777 Jackson Street Alexandria, LA 71301
Fort Sam Houston, TX.....	309 Dwyer Avenue San Antonio, TX 78204

Overseas

Africa, Canada, Europe, APO New York, and FPO New York	707 North Calvert Street Baltimore, MD 21202
Asia, Australia, Pacific Islands, APO San Francisco, FPO San Francisco, FPO Seattle	303 Golden Gate Avenue San Francisco, CA 94102
Central and South America, the West Indies, and FPO New Orleans	Room 606, 1 Herald Plaza Miami, FL 33132

CHAPTER 4
TEMPORARY IDENTIFICATION NUMBER

4-1. **Issuing authority.** The commanders of organizations listed in table 4-1 are responsible for control and issuance of TIN. Commanders not listed in table 4-1 who are required to process an individual for entrance into a military service will contact the nearest listed agency for assignment of a TIN.

4-2. **When issued.** *a.* The TIN will be issued to individuals who do not have an SSN during the pre-induction, pre-enlistment, or pre-appointment processing for entrance into the Active Army.

b. The TIN for members of the Army National Guard will be issued by the State adjutants general in accordance with separate instructions issued by the Chief, National Guard Bureau.

c. US Army TIN are to be used only once. The same TIN will never be assigned to different individuals.

4-3. **Composition of TIN.** The TIN for the Active Army and the US Army Reserve is a 9-digit number constructed as follows:

POSITION

- | | |
|---|---|
| 1 | 9 |
| 2 | Two-position identifier utilizing AFEES Code and the additional codes assigned for this purpose—see appendix. |
| 3 | |

4	Serial assigned within AFEES or Command.
5	
6	
7	
8	
9	

Examples:

1. Individual is the first to enter without an SSN at the Baltimore AFEES. The number would be 922000001. Subsequent numbers assigned would be 922000002 to 922999999.

2. Individual is the first to enter without an SSN through a major command headquarters: 979100001 (First Army). Subsequent numbers assigned would be 979100002 through 979199999.

4-4. **Method of recording.** *a.* The TIN will be entered in pencil on AFEES records in those items reserved for recording the SSN at the time of pre-enlistment or pre-induction processing. Upon receipt of SSN card by the individual prior to his entrance into the active Army, the pencil entry of entrance into the Active Army, the pencil entry of the SSN.

b. When the individual enters active duty without an SSN, the TIN will be entered as permanent entry on all records. Upon receipt of an SSN, the TIN entry will be lined out and the SSN entered.

Table 4-1. Codes For AFEES and Major Commands Responsible For Control and Issuance of TIN

Code	Location	Code	Location
01.....	Montgomery, Alabama	44.....	Columbus, Ohio
02.....	Phoenix, Arizona	45.....	Oklahoma City, Oklahoma
03.....	Little Rock, Arkansas	46.....	Portland, Oregon
04.....	Fresno, California	47.....	Harrisburg, Pennsylvania
05.....	Los Angeles, California	48.....	Philadelphia, Pennsylvania
06.....	Oakland, California	49.....	Pittsburgh, Pennsylvania
07.....	Denver, Colorado	50.....	Wilkes-Barre, Pennsylvania
08.....	New Haven, Connecticut	51.....	Providence, Rhode Island
09.....	Jacksonville, Florida	52.....	Columbia, South Carolina
10.....	Coral Gables, Florida	53.....	Sioux Falls, South Dakota
11.....	Atlanta, Georgia	54.....	Knoxville, Tennessee
12.....	Boise, Idaho	55.....	Memphis, Tennessee
13.....	Chicago, Illinois	56.....	Nashville, Tennessee
14.....	Indianapolis, Indiana	57.....	Abilene, Texas
15.....	Des Moines, Iowa	58.....	Amarillo, Texas
16.....	Ashland, Kentucky	59.....	Dallas, Texas
17.....	Louisville, Kentucky	60.....	El Paso, Texas
18.....	New Orleans, Louisiana	61.....	Houston, Texas
19.....	Shreveport, Louisiana	62.....	San Antonio, Texas
20.....	Bangor, Maine	63.....	Salt Lake City, Utah
21.....	Portland, Maine	64.....	Richmond, Virginia
22.....	Baltimore, Maryland	65.....	Roanoke, Virginia
23.....	Boston, Massachusetts	66.....	Seattle, Washington
24.....	Springfield, Massachusetts	67.....	Spokane, Washington
25.....	Detroit, Michigan	68.....	Beckley, West Virginia
26.....	Minneapolis, Minnesota	69.....	Fairmont, West Virginia
27.....	Jackson, Mississippi	70.....	Milwaukee, Wisconsin
28.....	Kansas City, Missouri	71.....	Anchorage, Alaska
29.....	St. Louis, Missouri	72.....	Honolulu, Hawaii
30.....	Butte, Montana	73.....	San Juan, Puerto Rico
31.....	Omaha, Nebraska	74.....	Fort Hamilton, New York
32.....	Manchester, New Hampshire	79 1.....	First US Army
33.....	Newark, New Jersey	79 2.....	Third US Army
34.....	Albuquerque, New Mexico	79 3.....	Fifth US Army
35.....	Albany, New York	79 5.....	Sixth US Army
36.....	Buffalo, New York	79 6.....	USAREUR
37.....	New York City, New York	79 7.....	USARPAC
38.....	Syracuse, New York	79 8.....	USARSO (Panama)
39.....	Charlotte, North Carolina	80 0.....	USARAL
40.....	Raleigh, North Carolina	80 1.....	MDW
41.....	Fargo, North Dakota	80 3.....	RCPAC
42.....	Cincinnati, Ohio	80 4.....	NGB
43.....	Cleveland, Ohio		

16 April 1973

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The proponent agency of this regulation is the Military Personnel Center (MILPERCEN). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPC-PAR-S), 200 Stovall Street, Alexandria, VA 22332.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

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